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Leadership Inc Recruitment Services

100 Red Leaf Street

Natick, MA 01760

Telephone: (508) 555 2222

Fax: (508) 555 2223

5/9/2011

Rachel Fay

World Marketing

42 Clover Lane

Boston, MA 02116

Dear Rachel:

Enclosed please find the names and résumés of individuals interested in applying for your company’s project manager position. All of the candidates have been carefully screened by my staff.

Our team has assembled a strong group of candidates. Each candidate has demonstrated an ability to successfully set goals and maintain schedules. The candidates also have the skills and vision needed to develop your MarketPlus™ account.

I will continue to forward names and résumés to you as they become available. Please let me know if you have any questions or need additional information.

Sincerely,

Sam Bryant

Recruitment Specialist

Leadership Inc Recruitment Services